



SkillsUSA

K A N S A S



High School State Officer Candidates' Information Packet



Kansas State
Department of Education



Dr. Diane DeBacker
Commissioner
785-296-3202



Dale M. Dennis
Deputy Commissioner
Fiscal & Administrative
785-296-3871



Brad Neuenswander
Deputy Commissioner
Learning & Innovative
Services
785-296-2303

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SkillsUSA Kansas State Officer Application

High School State Officer Candidate

Name: _____ Age: _____ Date of Birth: _____

Mailing Address: _____ City: _____ Zip: _____

Home Phone: _____
(Please include Area Code)

Parents or Legal Guardians' Names: _____

School: _____ School Phone: _____
(Please include Area Code)

School Address: _____ City: _____ Zip: _____

Your **Career + Technical Education** Program: _____

Your School's SkillsUSA Lead Advisor: _____

T-Shirt Size _____ Polo Shirt Size _____

Your E-mail address _____
(STATE OFFICERS MUST HAVE ACCESS TO AN EMAIL ACCOUNT)

List Offices held in local, state and/or national SkillsUSA (include Dates):

List other participation in school or community organizations:

Briefly explain why you wish to run for a SkillsUSA Kansas State Office:

- **Attach a one-page professional resume to this application**
- **Candidates are running for an at-large position.**

THIS IS A 2-SIDED FORM

If elected as a SkillsUSA Kansas High School State Officer, I will attend and participate at the following activities:

1. Ks CTSO Joint State Officer Training, June 6 + 7, 2011 in Junction City, KS
2. National Leadership + SkillsUSA Championships, June 20-25, 2011 in Kansas City, MO
3. Ks District Fall Leadership Conferences, September, 2011 (must attend own DFCL)
4. State Fall Leadership Conference, October 18 + 19, 2011 in Hesston, KS
5. Joint State Officer Training with College/Postsecondary officers, December 1 + 2, 2011 in Wichita, KS
6. Citizenship Day, January 11, 2012 in Topeka, KS
7. State Officer Meeting, March TBD, 2012 in Wichita, KS
8. Kansas SkillsUSA State Conference, April, 2012 in Wichita, KS

When an officer misses a second meeting, he/she will automatically resign from office. NO EXCEPTIONS.

Officer Candidate's Signature _____ Date _____

“We support and endorse this student’s candidacy for a State Officer Position.”

Candidate's Parent or Legal Guardian Signature _____ Date _____

Candidate's SkillsUSA Ks Advisor's Signature _____ Date _____

**Local Administrator's Signature _____ Date _____

****Schools are responsible for the transportation of their State Officers to all official state activities listed above. High School State Officers must be accompanied to all state activities by a teacher/parent/district employee.**

This completed and signed application is due on March 25, 2011
Ann Wick, State Director
SkillsUSA Kansas
Kansas Department of Education
120 SE 10th Avenue
Topeka, KS 66612

State Officer Candidates...Information You Need to Know!!



2009–10 High School State Office Team

As you prepare to run for a position on the 2011-12 State Officer Team, please be mindful of the following:

- High School candidates will run for an at-large position.
- Specific offices will be determined by the team at the National Conference, June 20-25, 2011

Application Form

Complete this form including all required signatures. The completed form must be submitted by March 25, 2011. Be sure to include your **resume** with the completed application.

Your Speech

Prepare and practice a 2–3 minute speech to be presented to the voting delegates, advisors and other participants at the Voting Delegates Session, April 27, 2011.

Your Campaign Materials

You will be elected to state office based on your interactions with the voting delegates more than the elaborateness of campaign “stuff” you handout. Your speech, answers to the Problematic and Impromptu Questions and interaction at the “Meet the Candidates” activity will be your most important asset. That being said...

- Do not bring: Candy, gum, lollipops or any other type of food to be given out.
- You may bring the following:
 - A tri-fold white project board (36” x 48”) to be used to display each candidate’s campaign materials, photos, etc.
 - Flyers, handouts, brochures, campaign buttons, business cards, etc. 65 should be enough of any type for voting delegates and other student members at this conference.

All campaign materials must be brought to the Candidates' Orientation Meeting, April 27, 2011 to be checked in and approved prior to distribution. Inappropriate or offensive materials will be confiscated by the State Director and sent to your principal or school director. A maximum of \$100.00 is allowed for all campaign materials. This includes the "fair market value" of materials donated or provided by your school, family, friends, club, employers, etc. PLEASE, DO NOT GO OVERBOARD ON THIS MATERIAL!

Candidates' Knowledge Test

All state officer candidates will take this test at the Candidates' Orientation Meeting. This is a 20 question multiple choice test on general SkillsUSA information. A score of 70% is expected for each candidate. The score from this test will be used as a tie-breaker if needed. Refer to the "Resources for State Officer Candidates."

Candidates' Interview

Each candidate will be interviewed by a three person team of Alumni, former Kansas State and National Officers.

Official Dress

It is recommended that candidates bring and wear official dress for the Interview and Delegate sessions. Go to the national website www.skillsusa.org and enter "official dress" in the search window.

Impromptu Questions

Each candidate will be asked a different Impromptu question. The term "Impromptu" refers to an unrehearsed question. The questions will be about SkillsUSA and/or running for a state office. Each candidate will be asked a different question. This is an example of an extemporaneous speaking activity.

Problematic Questions

These questions will focus specifically on topics that could include teamwork, communications and motivation. All of the High School candidates will be asked the same question.

No campaigning until after the Candidates Orientation Session when the official list of candidates will be announced. That means... no posters, flyers, handouts, campaign buttons, etc. until the official ballot is announced. You will be disqualified if your campaign begins prior to the posting or announcing of the official ballot, no exceptions.

State Officer Candidates' Agenda/Timeline



2009–10 College/Postsecondary State Officer Team

- March 25, 2011 completed and signed application due to state office
- Wednesday, April 27th
 - State Officer Candidates' Orientation Meeting
 - Written Knowledge Test
 - Campaign materials check-in
 - Interviews
 - Voting Delegates Session
 - Introduction of Candidates
 - Candidates' Speeches
 - Impromptu Questions
- Friday, April 29th
 - Voting Delegates Session
 - Problematic Questions
 - Election
 - Awards Session
 - Introductions of 2011-12 State Officer Team

Resources for State Officer Candidates

Candidates' Knowledge Test:

A 20-question Knowledge Test will be taken by all candidates running for state office. This test is based on:

- General SkillsUSA Knowledge—a good resource for this information is *Leadership Handbook* available from the national office or on-line at the national website at www.skillsusa.org
- Professional Development Knowledge—an excellent source for this information is the Professional Development Program workbooks for students and teachers available from the national office or on-line at the national website at www.skillsusa.org
- General SkillsUSA Kansas Knowledge—check out our website at www.skillsusaks.org

Topics covered by the questions include:

1. Officer responsibilities
2. The parts of the SkillsUSA emblem and their significance
3. The colors of the SkillsUSA emblem and their significance
4. Regions in the national organization
5. The National Theme
6. Details of SkillsUSA official dress
7. The motto for SkillsUSA
8. The creed for SkillsUSA

Leaders develop the ability to seek out information, study and evaluate it and then utilize the information. A good study guide is the “Statesman Study Guide” posted on the Kansas website at www.skillsusaks.org.

Please feel free to contact the state office with any questions or concerns at (785) 296-1067 or via email at awick@ksde.org.

Basics of Any Talk

The Golden Rule of Three... people will generally act on a request if given three good reasons. A good talk should have three basic elements:

1. Introduction—tell 'em what you're gonna tell 'em
2. Body—Give them three solid reasons or facts to consider
3. Conclusion—tell 'em what you just told 'em and give them a personal reason to do, buy, join, act, serve, **VOTE**, etc.

Look like someone your audience would like to get to know better. In other words...

1. Smile!
2. Stand up straight and confident
3. Dress appropriate for the setting



Prepare your speech and practice in front of friends or family. You can write it out word for word or just put key words or phrases on index cards. Try not to read it because you want to be looking at the delegates, not down on the podium! But if you want to read it...that's OK.

An Outline for a Campaign Speech

The Introduction:

- Greeting_____
- I am_____
- I am running for a high school or college/postsecondary state office

The Body:

- Reason or fact #1 (Previous experience as an officer in any other organization)...
- Reason or fact #2 (Current status in your school's SkillsUSA club or other important activities in your life, such as sports, Scouts)...
- Reason or fact #3 (Your personal reason for wanting to be a state officer)...

The Conclusion:

- Restate your purpose... running for the State Officer Team
- Restate your most important reason or fact
- Ask for their support or vote
- Thank the audience
- Tell them your NAME one last time



NOTES

SkillsUSA Kansas
Kansas Department of Education
120 SE 10th Ave
Topeka, KS 66612
Phone: 785-296-1067
Fax: 785-296-2294
Website: www.skillsusaks.org
Director's email: awick@ksde.org